



College Station Legal Department Intern

- COMPENSATION:** Unpaid
- DATES:** May – August 2013
- HOURS:** 20 Hours Minimum – 40 Maximum
- QUALIFICATIONS:** Must have completed first year of law school.

JOB SUMMARY:

Assist the city attorney with various areas of law including: land use, municipal, contract, criminal, public information law, and legal research and writing. Research legal issues with different city departments including, but not limited to: planning, police and fire, fiscal and purchasing, and municipal court. Help research issues for and attend city council, planning and zoning, and zoning board of adjustment meetings. Internship includes direct contact and experience with the city attorney and assistant city attorneys. This internship involves a general legal practice with a municipal law emphasis. Interns must be able to pick up several areas of law quickly and display good judgment in dealing with lawyers, legal department staff, city staff, and citizens.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Perform legal research and writing, draft research memos, and assist in drafting ordinances, contracts and other legal documents.
2. Communicate professionally with lawyers, citizens, city staff and public officials.
3. Complete special projects and other duties as assigned.

TO APPLY:

Please email cover letter and resume to recruiting@cstx.gov. Please make sure to note “**Legal Department Intern**” in the subject field.

LEGAL DEPARTMENT
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